



# Meeting Minutes

## PROVINCETOWN FINANCE COMMITTEE

Judge Welsh Meeting Room

May 30, 2013

**Present:** Mike Canizales, Duane Steele, Clarence Walker, Catherine Russo, Raphael Richter,

**Public Statements:** None

**Member Statements:**

Clarence expressed concern that his agenda was slightly different than the posted agenda. It was determined that the appointment of new position was not on the agenda.

Duane stated that he had concern that Rich Wood was an aggressive advocate for municipal funds to repair floating docks, and the pier. Duane commented that Rich Wood's advocacy was a conflict. The cost is estimated to be \$4.5 million. He stated that the Selectmen, in a 3-2 vote, feel there is no conflict of interest. He feels the Finance Committee should ask for a new vote.

**Document Request:**

Candace F. Nagle requested a copy of a handout from the May 13, 2013 meeting provided by Mike Canizales which was supplied. It was decided by the Board that anyone who provides a handout to the Board and/or assembled audience, or reads something into the record, will provide a copy to each Board member, and Dan Hoort, Finance Director. Dan will file the handouts with the town clerk. This will ensure that handouts are available even before minutes are approved and posted.

**Budget Planning:**

Doug Cliggott and Dan Hoort presented budget information which details long term budget planning. We are currently working on a 5 year plan which will require participation of all department heads and committees. Doug and Dan will draft a baseline budget plan (see attachment provided by Dan). In addition

we need to add CIP and CIP requests that have been approved but not spent. This will enable us to project a tax rate for years in advance. The reasoning for adding CIP is to give us a parallel number for comparison with debt services over the next 5 years. Per Dan, he is able to balance the budget in FY '15, but we must look at the budget for the next 4 years. The addition of a 2½ debt exclusion will not affect the balancing of the budget. It will affect the tax rate. Mike explained that providing department heads with both 1 and 5 year guidelines will allow the Finance Committee to help the town with its overall budgeting process. Mike asked Dan to provide a one page handout to show how we have dealt with these items in the past.

### Regionalization and Budgeting:

Items discussed were regionalization of call centers, jail cells, trash, fiber-optic cable service, cable networks, and schools. Tony Brackett, a member of the School Committee, asked if committees and departments that will be affected by regionalization be consulted before policies are discussed. Mike suggested that Doug, as a liaison from our Finance Committee, meet with members of other Finance Committees and develop a laundry list of the top ten regionalization ideas. Doug will coordinate this information and present it to the Selectmen, Board Chairs, and Department Heads. If there is no interest in a particular regionalization area, unless it is warranted or mandated, it will probably not be pursued. Cass Benson from the School Committee also spoke on including other Boards in discussions. Candace F. Nagel asked Dan Hoort if this type of exploration is in the purview of the Finance Committee. Dan Hoort replied that anything from the Finance Committee can be termed financial and these explorations of regionalization are working toward the finances of the town. Anthony Brackett spoke on the IB at the Provincetown schools. He invited the Finance Committee members to a Provincetown School Committee meeting to familiarize themselves with the International Baccalaureate Program.

### Committee Assignments:

Mike asked for volunteers to start research on items concerning the Finance Committee. Raphael Richter and Catherine S. Russo agreed to work on seasonal worker housing and wages. Clarence Walker will work on town building utilization and inventory as well as information to create a master graphic list of buildings, space, square footage, location, and whether they are on the market for sale. Dan Hoort thinks that no one document includes all this information, but it does exist in information held by various people in town. Doug Cliggott is doing 90% of research and background work now, and will make a list of exploration findings on regionalization. Mike asked Doug to

coordinate a meeting with other Outer Cape Finance Directors and Board Members.

#### Police Boat:

Mike Canizales and Dan Hoort's first knowledge of the reported purchase of a police boat occurred from information printed in The Banner. Another town has a boat for sale, and the police detective, who works on the pier, the Town Manager, and the Pier Corp has discussed the purchase of this boat for our Harbor Master's use. A purchase of this magnitude should come before town meeting, and it is not included in anyone's 5-Year CIP. At minimum it needs to have a public hearing. Dan Hoort stated there are gift funds that can be used to purchase the boat, and not have to consult town meeting, and it is possible that the Harbor Committee could do this. The Board of Selectmen will need to approve this purchase. Mike Canizales feels the Finance Committee needs to weigh in on this: 1 – it is not on the 5-Year CIP for the police, the Pier Corp, or the Town Manager; 2 – the town meeting needs to decide where money is spent regardless of the amount, and Mike feels it would be unwise to negate town meeting's involvement; 3 – if the Harbor Committee is able to use gift fund money and it is approved by the Board of Selectmen, the Finance Committee will not approve any money to operate the boat, a head count to run it, or gas, maintenance, etc.

Clarence Walker read from the new official Finance Committee handbook, and discussed the function of town boards and officials in Massachusetts (we need a copy of this for the minutes since it was read into the record).

Dan Hoort stated that he will provide the Finance Committee with a list of gift funds, scholarships, and other monies allocated for specific uses by the town. These are funds that the Finance Committee has no control of, and if they want to be involved, they will have to enact a change in the wordings.

Mike Canizales or Raphael Richter (?) made a motion to request that the Board of Selectmen hold off on pending boat purchase until or unless there is further review of other pending capital projects. We need the operating cost over a five year span and must have community involvement, at least in the public forum, or at town meeting. The motion passed 6-0-0.

#### New Business:

The addition to the agenda, which was made late, concerned membership vacancies. There are three openings. Tim Grobleski can be appointed by Mary

**Jo Avellar.** As a former member of the Board, he would receive preference. This full position and one alternate position will be filled by Mary Jo Avellar by June 30<sup>th</sup>. If members are not appointed by June 30<sup>th</sup>, then the Finance Committee may appoint members. There is also an opening for a second alternate which is a position for which the Finance Committee can appoint.

The meeting was adjourned at one hour, forty-five minutes, with no vote.

**Minute Takers Notes:**

At this meeting the start time was not mentioned. There were votes called with no second, and there were members of the public who commented from their seats without identifying themselves, and could not be heard.

Respectfully submitted:

**Maghi Geary**